

# Position Description - Top End Organiser

## Background

The Northern Territory (NT) Greens won their first seat in NT Parliament in 2024, the seat of Nightcliff. We are gearing up for two big elections in 2025 - the Federal Election and NT Council Elections. It's an exciting and dynamic time for the party and we're looking for a new part-time team member to help grow our movement.

## Expectations & scope

This Garramilla/Darwin-based position will have a primary focus of supporting the Nightcliff electorate office and coordinating member and supporter engagement. This may take the form of event organisation, media and communications, fundraising, volunteer coordination, mutual aid programs, and supporting constituent casework.

This is a 12 month contract, with the possibility of extension. This position is 0.4 FTE (two days per week).

## Relationship to others

This person will be an employee of the NT Greens, but primarily will work with the Member for Nightcliff. Their day-to-day activities will be coordinated with the NT Greens Party Manager and the Member for Nightcliff and their Electorate Officers.

A significant portion of this role will involve working with volunteers. As a result, some of the work may fall outside of business hours or on weekends.

## Location

This role must be carried out in the NT and is intended to be primarily based in Garramilla/Darwin. By negotiation, some of the work may be done remotely if travel elsewhere is required for personal reasons for short periods of time (days).

## Responsibilities

1. Organising Top End events, campaigning actions and community activities for the Nightcliff electorate office and/or the NT Greens.
2. Recruiting, engaging, and coordinating volunteers, supporters and members on behalf of the party and the Nightcliff electorate office.

3. Managing electorate office communications with volunteers, members, supporters and the broader community.
4. Supporting the Party Manager with general party administration.

## Essential Criteria

- Understanding of, and commitment to, Greens values and principles
- Eagerness to connect with community members and promote the Greens publicly
- Basic proficiency in the use of Google Drive, Excel, WhatsApp
- Strength in using social media - creating, scheduling and sharing content
- Confident communication skills across a range of mediums
- Familiarity with (or willingness to learn) Greens systems

## Desirable criteria

- Experience in managing and supervising volunteers, with a focus on positive team culture and welfare
- Experience in election campaigning for the Greens or progressive organisations
- Experience working with First Nations people and communities
- Experience in fundraising
- Experience and proficiency in conflict resolution

*Don't meet every requirement? At the NT Greens, we understand that your work and life experiences can be just as valuable. If you're excited about this role but your CV doesn't align perfectly with our job description, we encourage you to apply anyway. You may be just the right candidate for this or one of our many other opportunities.*

## Conditions & entitlements

The annual salary for this position is \$74,360.

This is a 0.4 FTE position, paid at Support 1 Level 3 (as per the [Australian Greens Collective Agreement 2024](#)). Days and times of work can be negotiated. Flexibility to work outside of business hours is essential.

Superannuation is paid at 11.5%, increasing to 12% from 1 July 2025 in line with legislative changes. Sick/personal leave entitlement is 15 days per year pro rata and annual leave entitlement is 20 days per year pro rata.

## Pre employment checks

This role requires a valid NT Working With Children Check and a National Police Check.

## Questions?

Please contact [office@nt.greens.org.au](mailto:office@nt.greens.org.au).